

SYSTEM NAME AND NUMBER: Military Spouse Employment Partnership (MSEP) Career Portal, DPR 47 DoD. (March 19, 2018; 83 FR 11994)

SECURITY CLASSIFICATION: Unclassified.

SYSTEM LOCATION: Personnel and Readiness, Office of Family Readiness Policy, 4800 Mark Center Drive, Alexandria, VA 22350-3500.

SYSTEM MANAGER(S): MSEP Portal Program Manager, Military Community and Family Policy (MC&FP), 4800 Mark Center Drive, Alexandria, VA 22350-2300, Osd.msepjobs@mail.mil, (571) 372-5314.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM: 10 U.S.C. 136, Under Secretary of Defense for Personnel and Readiness; 10 U.S.C. 1784, Employment opportunities for military spouses; 10 U.S.C. 1784a, Education and training opportunities for military spouses to expand employment and portable career opportunities; and DoD Instruction 1342.22, Military Family Readiness.

PURPOSE(S) OF THE SYSTEM: MSEP connects military spouses with companies seeking to hire military spouse employees, via comprehensive information, tools and resources. The information provided by military spouses allows MSEP Partner employers to fill available positions with their company with skilled military spouses. Records may also be used as a management tool for de-identified statistical analysis, tracking, reporting, evaluating program effectiveness and conducting research.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM: Participating spouses (hereafter military spouse) of active duty service members in the Army, Marine Corps, Navy, Air Force and Coast Guard, including military spouses of members of the National Guard and Reserve Components in the same status.

CATEGORIES OF RECORDS IN THE SYSTEM: Military spouse—full name, date of birth, DoD ID number (used for verification purposes only), ethnicity, gender, MSEP Career Portal username, user role and password, email address, current job type, salary, and hourly wage, address, phone number, best time to call, preferred job type, preferred industry of work, minimum desired salary and hourly wage, date planned to begin work, work experience (job title, company name, industry, employment dates, job description and duties, personal experience and achievements), education (degree level, additional degree details, field of study, dates, institution name, summary), credentials/certifications (credential/certification name, date of receipt, state of receipt, institution name, summary). Military sponsor—pay grade, branch of service, status (Active duty, National Guard, and Reserve).

RECORD SOURCE CATEGORIES: The individual, Defense Enrollment Eligibility Reporting System (DEERS).

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND PURPOSES OF SUCH USES: In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act of 1974, as amended,

the records contained herein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows:

a. Contractors: To contractors, grantees, experts, consultants, students, and others performing or working on a contract, service, grant, cooperative agreement, or other assignment for the federal government when necessary to accomplish an agency function related to this system of records.

b. To MSEP Partners for the purpose of searching for military spouse employment candidates.

c. To the National Archives and Records Administration for the purpose of records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

d. Breach Mitigation and Notification: To appropriate agencies, entities, and persons when (1) The Department of Defense (DoD) suspects or has confirmed that the security or confidentiality of the information in the system of records; (2) the DoD has determined that as a result of the suspected or confirmed breach there is a risk of harm to individuals, the DoD (including its information systems, programs, and operations), the Federal Government, or national security; and (3) the disclosure made to such agencies, entities, and persons is reasonably necessary to assist in connection with the DoD's efforts to respond to the suspected or confirmed breach or to prevent, minimize, or remedy such harm.

e. Breach Mitigation and Notification: To another Federal agency or Federal entity, when the Department of Defense (DoD) determines that information from this system of records is reasonably necessary to assist the recipient agency or entity in (1) responding to a suspected or confirmed breach or (2) preventing, minimizing, or remedying the risk of harm to individuals, the recipient agency or entity (including its information systems, programs and operations), the Federal Government, or national security, resulting from a suspected or confirmed breach.

f. Department of Justice Litigation: To any component of the Department of Justice for the purpose of representing the Department of Defense, or any officer, employee or member of the Department of Defense in pending or potential litigation to which the record is pertinent.

g. Law Enforcement (Investigations): To the appropriate federal, state, local, territorial, tribal, or foreign, or international law enforcement authority or other appropriate entity where a record, either alone or in conjunction with other information, indicates a violation or potential violation of law, whether criminal, civil, or regulatory in nature.

POLICIES AND PRACTICES FOR STORAGE OF RECORDS: Electronic storage media.

POLICIES AND PRACTICES FOR RETRIEVAL OF RECORDS: Full name, email address, or MSEP Career Portal username.

POLICIES AND PRACTICES FOR RETENTION AND DISPOSAL OF RECORDS: Records are destroyed or deleted when 5 years old or when no longer needed for operational purposes, whichever is later.

ADMINISTRATIVE, TECHNICAL, AND PHYSICAL SAFEGUARDS: The MSEP Career data are housed in the Defense Information System Agency, Defense Enterprise Computing

Center and the system is only accessible to authorized personnel. The system is designed with access controls and enforces DoD password and lockout policies. Access to personally identifiable information (PII) is restricted to authorized personnel only with appropriate need to know and the completion of annual information assurance and privacy training. PII data is protected by encryption.

RECORD ACCESS PROCEDURES: Individuals seeking access to information about themselves contained in this record system should address inquiries to the Office of the Secretary of Defense/Joint Staff Freedom of Information Act Requester Service Center, 1155 Defense Pentagon, Washington, DC 20301-1155.

Signed, written requests should include the individual's full name, current address, telephone number, and the name and number of this system of records notice.

In addition, the requester must provide either a notarized statement or an unsworn declaration made in accordance with 28 U.S.C. 1746, in the following format:

If executed outside the United States: "I declare (or certify, verify, or state) under penalty of perjury under the laws of the United States of America that the foregoing is true and correct. Executed on (date). (Signature)."

If executed within the United States, its territories, possessions, or commonwealths: "I declare (or certify, verify, or state) under penalty of perjury that the foregoing is true and correct. Executed on (date). (Signature)".

CONTESTING RECORD PROCEDURES: The Office of the Secretary of Defense (OSD) rules for accessing records, and for contesting contents and appealing initial agency determinations are published in OSD Administrative Instruction 81; 32 CFR part 311; or may be obtained from the system manager.

NOTIFICATION PROCEDURES: Individuals seeking to determine if information about themselves is contained in this record system should address written inquiries to the Director, Office of Family Readiness Policy (OFRP) or Spouse Education and Career Opportunities (SECO) Program Manager, Military Community and Family Policy (MC&FP), 4800 Mark Center Drive, Alexandria, VA 22350-2300.

Signed, written requests should include the individual's full name, current address, and telephone number.

In addition, the requester must provide either a notarized statement or an unsworn declaration made in accordance with 28 U.S.C. 1746, in the following format:

If executed outside the United States: "I declare (or certify, verify, or state) under penalty of perjury under the laws of the United States of America that the foregoing is true and correct. Executed on (date). (Signature)."

If executed within the United States, its territories, possessions, or commonwealths: “I declare (or certify, verify, or state) under penalty of perjury that the foregoing is true and correct. Executed on (date). (Signature)”.

EXEMPTIONS PROMULGATED FOR THE SYSTEM: None.

HISTORY: None.