

**SYSTEM NAME AND NUMBER:** Joint Civilian Orientation Conference (JCOC) Files, DPA 03. (March 8, 2019; 84 FR 8513)

**SECURITY CLASSIFICATION:** Unclassified.

**SYSTEM LOCATION:** Office of the Assistant to the Secretary of Defense (Public Affairs), Community and Public Outreach, Room 2D982, 1400 Defense Pentagon, Washington, DC 20301-1400.

**SYSTEM MANAGER(S):** JCOC Program Manager, Office of the Assistant to the Secretary of Defense (Public Affairs), Community and Public Outreach, 1400 Defense Pentagon, Washington, DC 20301-1400. Email: osd.pentagon.pa.mbx.cpo-review@mail.mil; Phone: (703) 695-2036.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:** 10 U.S.C. 113, Secretary of Defense; DoD Directive 5122.5, Assistant Secretary of Defense for Public Affairs (ASD (PA)); and DoD Directive 5410.18, Public Affairs Community Relations Policy.

**PURPOSE OF THE SYSTEM:** To administer the JCOC Program, verify the eligibility of nominators and candidates, and to select those nominated individuals for participation in JCOC.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:** Military personnel, Coast Guard members, Department of Defense civilians, and JCOC alumni (hereafter JCOC Nominator) who nominate candidates for participation in JCOC; and civilians nominated for and selected to participate in JCOC.

**CATEGORIES OF RECORDS IN THE SYSTEM:** JCOC Nominator (DoD/Coast Guard/JCOC alumni): full name, rank/grade, work or personal email address and telephone number, point of contact for questions/notifications, nominating authority, and JCOC class year.

JCOC Candidate: full name, title, organization name and address, work and personal email address, home address, home/cell phone number, biography, photograph, interviews, medical authorization form, and informed consent form.

Alternate point of contact for the JCOC Candidate: full name, address, email address, and phone number.

**RECORD SOURCE CATEGORIES:** Nominators and candidates for the JCOC Program.

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

a. To the appropriate Federal, State, local, territorial, tribal, 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.

b. To any component of the Department of Justice for the purpose of representing the DoD, or its components, officers, employees, or members in pending or potential litigation to which the record is pertinent.

c. In an appropriate proceeding before a court, grand jury, or administrative or adjudicative body or official, when the DoD or other Agency representing the DoD determines the records are relevant and necessary to the proceeding; or in an appropriate proceeding before an administrative or adjudicative body when the adjudicator determines the records to be relevant to the proceeding.

d. 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.

e. To a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of, and at the request of, the individual who is the subject of the record.

f. To appropriate agencies, entities, and persons when (1) the DoD suspects or has confirmed that there has been a breach of 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.

g. To another Federal agency or Federal entity, when the 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.

**POLICIES AND PRACTICES FOR STORAGE OF RECORDS:** These records are stored on paper and electronic storage media.

**POLICIES AND PRACTICES FOR RETRIEVAL OF RECORDS:** Records are retrieved by full name.

**POLICIES AND PRACTICES FOR RETENTION AND DISPOSAL OF RECORDS:** These records are retained and disposed of consistent with the National Archives and Records Administration approved records disposition schedules. Nomination and participation records are destroyed 10 years after conclusion of associated JCOC Program.

**ADMINISTRATIVE, TECHNICAL, AND PHYSICAL SAFEGUARDS:** Paper records are maintained in a locked file cabinet in the JCOC Program office and are accessible only by

authorized program personnel. Electronic records are stored in folders on a computer network storage system secured according to the Risk Management Framework requirements, with access restricted to authorized JCOC Program personnel and network maintenance personnel via Common Access Card authentication and system user credentials.

**RECORD ACCESS PROCEDURES:** Individuals seeking access to information about themselves contained in this 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 for information must include full name, current address, year of participation, 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, 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 whether information about themselves is contained in this system should address inquiries to the Director, Joint Civilian Orientation Conference, Office of the Assistant to the Secretary of Defense (Public Affairs), Community and Public Outreach, 1400 Defense Pentagon, Washington, DC 20301–1400.

Signed, written requests for information must include the individual’s full name, current address, and year of participation. 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:** February 22, 1993, 58 FR 10227.