

Privacy Act Statement for Training Records

This is a consent form to release or use training information pertaining to you

1. Authority for collection of information including social security number (SSN) Section 310, Title 5, United States Code.

2. Principle purposes for which information is intended to be used:

This form provides your advice required by the Privacy Act Statement of 1974. The personal information will facilitate documentation of your training. The SSN of the member is required to identify and retrieve training records.

3. Routine uses:

The primary use of this information is to provide, plan and coordinate member's training and education. As to prior to enactment of the Privacy Act, other possible uses are to: Aid the training officer/ education services officer manage and compile statistical data; conduct research of training; evaluate training rendered; determine professional certification and accreditation; provide qualifications of member to agencies of federal, state or local government upon request in the pursuit of their official duties.

4. Whether the disclosure is mandatory/ voluntary and effect on individual for not providing information:

For military personnel, the requested information is mandatory because of the need to document all active duty training and education. If the requested information is not furnished, establishment of eligibility for advancement, special programs, etc. may not be possible. Other items of information may be obtained from member's service record. This all inclusive Privacy Act Statement will apply to all requests for personal information made by personnel for training/ education purposes and will become a permanent part of your training record.

Your signature merely acknowledges that you have been advised of the forgoing. If requested, a copy of this form will be furnished at your request.

Signature

Date