

NAVAL HEALTH CLINIC CHARLESTON

PRIVACY ACT STATEMENT - TRAINING RECORD

THIS FORM IS NOT A CONSENT FORM TO RELEASE OR USE TRAINING INFORMATION THAT PERTAINS TO YOU.

1. AUTHORITY FOR COLLECTION OF INFORMATION

Title 5, section I, §522(a), United State Code

2. PRINCIPAL PURPOSES FOR WHICH INFORMATION IS INTENDED TO BE USED

This form provides you the advice required by the Privacy Act of 1974. Personal information collected will facilitate and document your training. The SSN of the member is not required to identify or retrieve training records and will not routinely be requested.

3. ROUTINE USES

The primary use of this information is to provide, plan and coordinate member's training and education. As prior to the enactment of the Privacy Act, potential use of this information is to: aid the training officer/education officer to manage and administer training programs, determine training needs; determine suitability of persons for assignments; conduct authorized investigations; evaluate training rendered; determine professional certification and accreditation; provide qualification of member to agencies of federal, state or local government upon request in the pursuit of their official duties.

4. WHETHER DISCLOSURE IS MANDATORY OR VOLUNTARY AND EFFECT ON INDIVIDUAL FOR NOT PROVIDING INFORMATION

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

Your signature merely acknowledges that you have been advised of the foregoing. If requested, a copy of this form will be furnished to you.

SIGNATURE OF MEMBER

DATE