



**SYSTEM NAME:**

Defense Medical Human Resources System internet (DMHRSi) (March 15, 2016, 81 FR 13779)

**SYSTEM LOCATION:**

Defense Health Agency, 7700 Arlington Boulevard, Suite 5101, Falls Church, VA 222042-5101.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:**

Active Duty Military, Reserve, National Guard, civilian employees who are assigned to or are part of the Military Health System or the Defense Health Agency (DHA), and includes non-appropriated fund employees, DoD contractors, and volunteers.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Individual's name, date of birth, Social Security Number (SSN) and/or DoD Identification (ID) Number, National Provider Identifier (NPI), Common Access Card (CAC) expiration date, gender, place of birth, citizenship, home address, home telephone number, business email address, work address, work telephone number, race/ethnicity, marital status, medical training information including class names and class dates, military rank information, specialty, licensure, educational background, personnel security clearance data, medical readiness training and other health information required to determine an individual's fitness to perform their duties.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 U.S.C. 301, Departmental Regulations; 10 U.S.C. 136, Under Secretary of Defense for Personnel and Readiness; E.O. 12656, Assignment of Emergency Preparedness Responsibilities; DoDD 5136.01, Assistant Secretary of Defense for Health Affairs (ASD(HA)); DoDI 1322.24, Medical Readiness Training; DoD 6010.13-M, Medical Expense and Performance Reporting System for Fixed Military Medical and Dental Treatment Facilities Manual; and E.O. 9397 (SSN), as amended.

**PURPOSE(S):**

To consolidate all of the human resources functions and permit ready access to manpower, personnel readiness, labor cost assignment, and education and training information across the DoD medical enterprise. This system of records provides a single database source of instant query/access for all personnel types and the readiness posture of all DoD medical

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## **ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE 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, these records may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows:

The DoD Blanket Routine Uses set forth at the beginning of the Defense Privacy and Civil Liberties Division compilation of systems of records notices may apply to this system. The complete list of DoD Blanket Routine Uses can be found online at:  
<http://dpcl.d.defense.gov/Privacy/SORNsIndex/BlanketRoutineUses.aspx> .

## **POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:**

### **STORAGE:**

Electronic storage media.

### **RETRIEVABILITY:**

Individual's name and SSN and/or DoD ID Number.

### **SAFEGUARDS:**

Systems are maintained in a controlled area accessible only to authorized personnel with a valid requirement and authorization to enter. Physical entry is restricted by the use of locks, passwords which are changed periodically, and administrative procedures.

Users must have a CAC and an active user account in DMHRSi in order to access records created or maintained within the system. Access to personal information is restricted to those who require the data in the performance of their official duties. All personnel whose official duties require access to the information are trained in the proper safeguarding and use of the information.

### **RETENTION AND DISPOSAL:**

Disposition pending (until the National Archives and Records Administration approves retention and disposal schedule, records will be treated as permanent).

### **SYSTEM MANAGER(S) AND ADDRESS:**

Chief/Deputy Program Manager, Resources Division, Solutions Delivery Division, Defense Health Agency, 7700 Arlington Boulevard, Suite 5101, Falls Church, VA 22042-5101.

## **NOTIFICATION PROCEDURE:**

Individuals seeking to determine whether information about themselves is contained in this system of records should address written inquiries to Chief, Freedom of Information Act (FOIA) Service Center, Defense Health Agency Privacy and Civil Liberties Office, 7700 Arlington Boulevard, Suite 5101, Falls Church, VA 22042-5101.

Written requests should contain the individual's full name, home address, home phone number, and SSN/DoD ID number, the identifier of this system of records notice, and signature.

If requesting information about a legally incompetent person, the request must be made by the legal guardian or person with legal authority to make decisions on behalf of the individual. Written proof of that status may be required before the existence of any information will be confirmed.

In addition, the requester must provide 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)."

## **RECORD ACCESS PROCEDURES:**

Individuals seeking access to records about themselves contained in this system of records should address written inquiries to the Chief, FOIA Service Center, Defense Health Agency Privacy and Civil Liberties Office, 7700 Arlington Boulevard, Suite 5101, Falls Church, VA 22042-5101.

Written requests for information should include the individual's full name, home address, home phone number, and SSN/DoD ID number, the identifier of this system of records notice, and signature.

If requesting information about a legally incompetent person, the request must be made by the legal guardian or person with legal authority to make decisions on behalf of the individual. Written proof of that status may be required before any records will be provided.

In addition, the requester must provide 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.

### **RECORD SOURCE CATEGORIES:**

DoD pay and personnel systems, the Defense Enrollment Eligibility Reporting Systems (DEERS), DoD medical facilities personnel, DoD supervisors, and DoD operational records.

### **EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.