



DEPARTMENT OF THE ARMY
OFFICE OF THE ADMINISTRATIVE ASSISTANT TO THE SECRETARY
U.S. ARMY HEADQUARTERS SERVICES
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AAHS-ZA

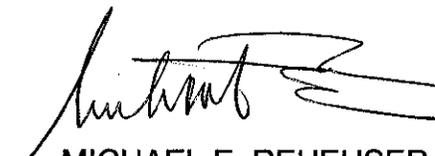
MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: System of Records Notice (SORN) Process

1. On 12 May 2014, the Administrative Assistant to the Secretary of the Army, Gerald B. O'Keefe, appointed me as the Army's Senior Official for Privacy. One of the duties of this position is to oversee the Army's System of Records Notice process. A System of Records is a group of records under an agency's control from which information is retrieved by the name of the individual or by some other personal identifier, such as a social security number. The Privacy Act requires each agency to publish a notice of each of its systems of records, called a SORN, in the Federal Register.
2. The Army has the largest number of SORNs in the Department of Defense and unfortunately, many of them are significantly out of date. All SORNs are required to be reviewed every two years to ensure that they are accurate. Our recent analysis of the Army's SORN list shows that some have not been reviewed in twenty years.
3. In addition to the requirement to have each SORN reviewed every two years, many SORNs require Office of Management and Budget (OMB) approval. The OMB approval process is generally covered under the Paperwork Reduction Act (PRA). Many of the Army's SORNs do not have up to date OMB approval and therefore are not compliant with the PRA.
4. On 7 May 2014, the Director, U.S. Army Records Management and Declassification Agency sent an email to your privacy officials requesting their assistance to work with their system owners in expediting the SORN and PRA process. By separate email, I will be sending to you a list of the SORNs that your component is responsible for and would request your assistance in working with the Army's privacy office to bring these SORNs into compliance with all of the statutory and regulatory requirements.
5. The point of contact for the PRA process is Mr. Richard Wojewoda (703) 428-6464 or richard.a.wojewoda.civ@mail.mil. For SORNs, you should contact Ms. Tracy Rogers (703) 428-6513 or tracy.c.rogers2.civ@mail.mil.

Encl

DISTRIBUTION:
(see next page)



MICHAEL E. REHEUSER
Senior Official for Privacy

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SUBJECT: System of Records Notice (SORN) Requiring Office of Management and Budget (OMB) Approval

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