SYSTEM NAME:
National Defense University (NDU) Student Data Files (September 21, 2010, 75 FR 57458)

SYSTEM LOCATION:
National Defense University, 300 5th Avenue, Building 62, Fort Leslie J. McNair, Washington, DC 20319-5000.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

CATEGORIES OF RECORDS IN THE SYSTEM:
Name, address, date of birth, citizenship, race, Social Security Number (SSN), phone numbers, e-mail addresses, disability information, student identification number, grade/rank, branch of service or civilian agency, years of Federal service, school attended and years of attendance, security clearance granted and date, biographical data, course/section assignment, prior education, and academic data.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:
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PURPOSE(S):
To confirm attendance eligibility, monitor student progress, produce record of grades and achievements, prepare assignment rosters and to render management, statistical summaries and reports at the National Defense University.

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, these records contained therein 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 OSDs compilation of systems of records notices also apply to this system.

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

STORAGE:
Paper records in file folders and electronic storage media.

RETRIEVABILITY:
By name, Social Security Number (SSN), or student identification number.

SAFEGUARDS:
Records
are housed in a controlled entry building with 24/7 security guards and
accessed only by authorized personnel having an official need-to-know. Access
Rights List is the Computer Network Defense Service Provider with 24/7
monitoring of all incoming and outgoing traffic. An Intrusion Detection
System, firewalls, routers, and Access Control Lists are used to protect access
to the system. Virtual Private Network and Secure Socket Layers are used for
transactions to and from the system. Internally, National Defense University employs a two-factor
authentication, Common Access Card login, role-based
profiles and access is granted on a need-to-know basis. Access to user and
division folders is granted on a need-to-know basis. Data at rest is protected
through access controls including role-based permissions based on need-to-know.
Annual Information Awareness Training including Personal Identifiable
Information is required by all users. Completion of Privacy Act training is
required annually.

RETENTION AND DISPOSAL:
Individual
and class academic records are destroyed after 40 years. Records pertaining to
extension courses are held indefinitely before being retired to the National Personnel Records Center,
St. Louis, MO. Individual training records are destroyed
annually; management reports are destroyed when no longer needed.

SYSTEM MANAGER(S) AND ADDRESS:
President,
National Defense University, 300 5th Avenue, Building 62, Fort Leslie J. McNair, Washington, DC 20319-5000.

NOTIFICATION PROCEDURE:
Individuals
seeking to determine whether information about themselves is contained in this
system of records should address written inquiries to the President, National Defense University, 300 5th
Avenue, Building 62, Fort Leslie J. McNair, Washington, DC 20319-5000.

Individuals
should provide his/her full name, Social Security number (SSN), student
identification number, date of birth, school attended and years of attendance.
RECORD ACCESS PROCEDURES:

Individuals seeking access to information about themselves contained in this system of records should address written 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.

Individuals should provide his/her full name, Social Security number (SSN), student identification number, date of birth, school attended and years of attendance.

CONTESTING RECORD PROCEDURES:

The Office of the Secretary of Defense rules for accessing records, and for contesting contents and appealing initial agency determinations are contained in Administrative Instruction 81; 32 CFR part 311; or may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Individuals,
faculty evaluations and reports or transcripts from educational institutions.

EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.