

Office of the Secretary, DoD/Joint Staff

DNDU01

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:

Active

Military, Reserve, National Guard, DoD and other Federal and State civilians, international military and civilian fellow, contractor, and private industry students attached to the National Defense University. Resident/non-resident students enrolled in courses of instruction at The National Defense University (NDU), including the College of International Security Affairs, Industrial College of the Armed Forces, Information Resources Management College, Joint Forces Staff College, National War College, Center for Applied Strategic Learning, Center for the Study of Chinese Military Affairs, Center for the Study of Weapons of Mass Destruction, Center for Technology and National Security Policy, Institute for National Strategic Studies, CAPSTONE, Institute for National Security Ethics and Leadership, International Student Management Office, Joint Reserve Affairs Center, NATO Education Center, Secretary of Defense Corporate Fellows Program, and Strategic Policy Forum.

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:

10

U.S.C. 2165, National Defense University; 10 U.S.C. 2163, Degree Granting Authority for National Defense University and E.O. 9397, as amended (SSN).

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.