DEPARTMENT OF THE NAVY
BUREAU OF MEDICINE AND SURGERY
WASHINGTON, D.C. 20372

IN REPLY REFER TO

BUMEDINST 5263.1
BUMED-3111
10 July 1981

BUMED INSTRUCTION 5263.1

From: Chief, Bureau of Medicine and Surgery
To: All Internal BUMED Codes

Subj: BUMED Privacy Act coordinator

Ref: (a) SECNAVINST 5211.5B, Personal privacy and rights of indivduals regarding records pertaining to themselves
(b) MANMED Chapter 23, Section III, Release of Information from Records

1. Purpose. To designate and assign duties to the BUMED Privacy Act coordinator.

2. Cancellation. BUMEDINST 5211.2 is canceled.

3. Background. Reference (a) implements the Privacy Act of 1974 (R
(PL 93-579) within the Department of the Navy. The Surgeon General, as indicated in reference (b), has been designated as the official responsible for administering and supervising the execution of reference (a) as it pertains to the Health Care Treatment Records System. The Surgeon General is the official authorized to deny requests of individuals for notification, access, and amendment to BUMED record systems containing personal information about the individual.

4. BUMED Coordinator. The Head, Management Systems Branch (R
(MED-3111), is designated as the Privacy Act coordinator for the Navy Medical Department, including Headquarters, BUMED. The duties of the coordinator shall include:

a. Acting as the focal point of contact for administration of the Privacy Act program for the Navy Medical Department, including Headquarters, BUMED.

b. Consulting and coordinating with legal and other BUMED offices, as indicated.

c. Ensuring that all BUMED records and systems of records subject to reference (a) are described by published records system notices; that records systems are not modified or otherwise expanded prior to public notice; and that personal information is disclosed and accounting records are maintained in accordance with reference (a).

d. Maintaining liaison with other records management officials, and with higher authority and private organizations on interface matters, as appropriate (e.g., maintenance systems, forms, and reports).

e. Educating personnel involved with collecting, using, maintaining, safeguarding, accessing, amending, and disseminating personal information in BUMED record systems.

f. Maintaining and assembling information for the annual report required by reference (a), as well as preparing and submitting the report.

g. Reviewing directives, practices, and procedures, including those involving forms, for conformity with reference (a), when applicable.

5. Action

R) a. All Privacy Act correspondence shall be referred to MED-3111 for action. Additionally, directives, procedures, surveys and questionnaires, forms, and other records requiring the collection or maintenance of personal information as set forth in reference (a) shall be referred to MED-3111 for determination of Privacy Act applicability, development of Privacy Act statements, or other actions, as required.

A) b. MED-3111 shall coordinate/interface with MED-00C7 and MED-00C10 on Privacy Act matters that interrelate with the Freedom of Information Act. MED-3111 shall coordinate Privacy Act legislation and other Privacy Act material having legal ramifications with MED-00C7, Special Assistant for Medico-Legal Affairs.

R) c. No BUMED record system subject to the Privacy Act shall be modified or otherwise expanded, nor shall a new record system be established, prior to coordination with MED-3111, inasmuch as all changes to existing record systems and all new record systems must be published in advance in the Federal Register.

A) d. Addressees and their subordinates are to be knowledgeable of the contents and applicability of reference (a). Bureau personnel who maintain records subject to the Privacy Act shall ensure adherence to the requirements set forth in reference (a).

J. William Cox

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Copy to:
SNDL, FH (BUMED command activities)