



DEPARTMENT OF THE NAVY  
BUREAU OF MEDICINE AND SURGERY  
2300 E STREET NW  
WASHINGTON DC 20372-5300

IN REPLY REFER TO:  
BUMEDINST 5263.1A  
BUMED-M00J  
25 Jan 2010

BUMED INSTRUCTION 5263.1A

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

Subj: BUREAU OF MEDICINE AND SURGERY PRIVACY ACT COORDINATOR

Ref: (a) SECNAVINST 5211.5E  
(b) MANMED Chapter 23, Section III, Release of Information from Records  
(c) SECNAVINST 5720.42F

1. Purpose. To designate and assign duties to the Bureau of Medicine and Surgery (BUMED) Privacy Act Coordinator (PAC).
2. Cancellation. BUMEDINST 5263.1.
3. Background. Reference (a) implements the Privacy Act of 1974 (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 Record 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 BUMED Staff Judge Advocate is designated as the PAC for BUMED. The duties of the coordinator shall include:
  - a. Acting as the focal point of contact for administration of the Privacy Act (PA) Program for BUMED.
  - b. Consulting and coordinating with other BUMED offices as needed.
  - 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 per reference (a).
  - d. Maintaining liaison with other records management officials, and with higher authority and private organizations on PA 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. Reviewing directives, practices, and procedures, including those involving forms, for conformity with reference (a), when applicable.
- g. Ensuring all responses to requests under reference (c) comply with reference (a).
- h. Providing guidance per reference (a) on all notification and reporting requirements for any breaches of PA information.

5. Action

a. All PA correspondence shall be referred to the PAC 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 the PAC for determination of PA applicability, development of PA statements, or other actions, as required.

b. No BUMED record system subject to the PA shall be modified or otherwise expanded, nor shall a new record system be established, prior to coordination with the PAC, as all changes to existing record systems and all new record systems must be published in advance in the Federal Register.

c. The PAC shall be notified of any inappropriate releases of PA information as defined by reference (a) and will provide guidance on the prescribed notification and reporting requirements.

d. BUMED personnel who maintain records subject to the PA shall ensure compliance with the requirements in reference (a).



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