



DEPARTMENT OF THE NAVY
BUREAU OF MEDICINE AND SURGERY
7700 ARLINGTON BOULEVARD
FALLS CHURCH, VA 22042

IN REPLY REFER TO

BUMEDINST 5263.1B

BUMED-M00J

31 May 2018

BUMED INSTRUCTION 5263.1B

From: Chief, Bureau of Medicine and Surgery

Subj: PRIVACY ACT COORDINATOR

Ref: (a) SECNAVINST 5211.5E
(b) NAVMED P-117
(c) SECNAVINST 5720.42F

1. **Purpose.** To designate and assign duties to the Bureau of Medicine and Surgery (BUMED) Privacy Act Coordinator (PAC) as outlined in reference (a). The revisions include renaming of paragraphs and guidance clarification.
2. **Cancellation.** BUMEDINST 5263.1A.
3. **Scope and Applicability.** This instruction applies to personnel assigned to BUMED Headquarters.
4. **Background.** Reference (a) implements the Privacy Act of 1974 within the Department of the Navy and directs echelon 2 commands to appoint a PAC. Additionally, pursuant to reference (b), chapter 23, section III: Release of Information from Records, the Surgeon General of the Navy is designated the responsible official for administering and supervising the execution of reference (a). As the designated responsible official, the Surgeon General of the Navy is authorized to deny requests of individuals for notification, access, and amendment to BUMED record systems containing personal information about the individual.
5. **Responsibilities**
 - a. **BUMED Staff Judge Advocate (SJA).** Pursuant to the requirements of reference (a), BUMED SJA is designated as BUMED PAC. The BUMED PAC must:
 - (1) Act as the focal point of contact for administration of the BUMED privacy act (PA) program.
 - (2) Consult and coordinate with other BUMED offices as needed on matters related to the PA program.

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(3) Ensure BUMED records and systems of records, subject to reference (a), are described by published records system notices; records systems are not modified or otherwise expanded prior to public notice; and personal information is disclosed and accounting records are maintained per reference (a).

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

(5) Educate personnel involved with collecting, using, maintaining, safeguarding, accessing, amending, and disseminating personal information in BUMED record systems as required to ensure compliance with reference (a).

(6) Review directives, practices, and procedures, including those involving forms, for compliance with reference (a), as applicable.

(7) Ensure all responses to requests pursuant to reference (c) comply with reference (a).

(8) Provide guidance per reference (a) on all notification and reporting requirements as a result of any PA breaches or improper use or release of PA information.

b. BUMED Headquarters staff must ensure:

(1) All correspondence received by BUMED pertaining to privacy act is referred to the PAC for consult and action or response, as appropriate.

(2) 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.

(3) No BUMED record or system of records subject to the PA shall be modified or otherwise expanded, nor shall a new record system be established, prior to coordination with the PAC. Changes to existing record systems and all new record systems must be published in advance in the Federal Register.

(4) The PAC is notified of any inappropriate releases of PA information as defined by reference (a).

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6. Review and Effective Date. Per OPNAVINST 5215.17A, Office of the BUMED Staff Judge Advocate (BUMED-M00J) is responsible for review of this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5125/40 Review of Instruction.

7. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per Secretary of the Navy Manual 5210.1 of January 2012.



M. P. MALANOSKI
Executive Director

Releasability and distribution:

This instruction is not cleared for public release and is available electronically only via the Navy Medicine Web site, <https://es.med.navy.mil/bumed/directives/BUMED%20Instructions>.