

## NCA PRIVACY STAFF

**1. PURPOSE:** This notice restates the requirement for Privacy Officers or Coordinators to be assigned at every National Cemetery Administration (NCA) facility located outside of Washington, DC, including all Department of Veterans Affairs (VA) national cemeteries.

### 2. BACKGROUND:

a. The Privacy Act of 1974 and the Electronic Government Act of 2002 control how the Federal government, including VA, will collect, maintain, use, and disclose personal information that can be retrieved by the name of the individual or any other identifier. The Act covers all information maintained in agency records, and all means of communication, both verbal and written.

b. VA Directive 6502 - VA Enterprise Privacy Program (5/5/2008 - available electronically at <http://www1.va.gov/vapubs/>) requires the Under Secretary for Memorial Affairs to appoint a Privacy Officer for the National Cemetery Administration. The NCA Privacy Officer position is within the office of the Deputy Under Secretary for Management, Information Technology Business Requirements and Administrative Service.

### 3. ACTION:

a. Each Memorial Service Network and Cemetery Director will designate a Privacy Officer (as a collateral duty). NCA Office and Service Directors will ensure that NCA facilities located outside of Washington, DC, have an appointed Privacy Coordinator.

b. All NCA Privacy Officers and Coordinators will familiarize themselves with the Privacy Act of 1974 and amendments (available electronically at <http://www.justice.gov/opcl/prr.htm>), the Electronic Government Act of 2002 (available electronically at <http://www.whitehouse.gov/omb/e-gov>); VA privacy related information (available electronically at <http://vawww.privacy.va.gov/>), and VA Directive 6502.

c. Privacy Officers and Coordinators will:

(1) Ensure that employees, volunteers, and contractors are aware of their role in safeguarding Personally Identifiable Information (PII), to include securing all resources containing PII when not in use;

(2) Verify that all employees complete General Privacy Act Training on an annual basis and report training completion to the next-level Privacy Officer or Coordinator;

(3) Recognize and report privacy breaches to the next-level Privacy Officer or Coordinator as soon as an incident is discovered or reported; and

(4) Ensure that privacy materials (e.g., brochures) are available for review by employees, volunteers, and contractors.

**4. RESPONSIBLE OFFICE:** NCA, Office of Management, Privacy Officer, 810 Vermont Avenue, NW, Washington, DC 20420, is responsible for the contents of this notice.

**5. RESCISSION:** NCA Notice 2010-04 - NCA Privacy Staff (7/22/2010) is rescinded in its entirety.

**6. EXPIRATION:** This notice will expire once this requirement and procedures are incorporated into a published handbook.

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Steve L. Muro  
Under Secretary  
for Memorial Affairs

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