

COLLECTION OF PERSONALLY IDENTIFIABLE INFORMATION TO DETERMINE ELIGIBILITY

1. PURPOSE: This notice restates standard language to be verbally communicated by National Cemetery Administration (NCA) staff when collecting burial or headstone/marker eligibility information.

2. BACKGROUND

a. The Privacy Act of 1974 and the Electronic Government Act of 2002 control how the Federal government, including VA, collects, maintains, uses, and discloses personal information that can be retrieved by name of the individual or any other Personally Identifiable Information (PII). It covers all information maintained in agency records, and covers all means of communication, both verbal and written.

b. PII is defined as information about an individual, including, but not limited to, education, financial transactions, medical history, and criminal or employment history and information which can be used to distinguish or trace an individual's identity, such as name, Social Security Number, date and place of birth, mother's maiden name, biometric records, etc., including any other personal information which is linked or linkable to an individual.

3. ACTION: All NCA staff who collect eligibility information over the phone or in person (either directly from the applicant or from the applicant's representative) must inform the individual providing the information that the information will be used only to determine eligibility. As needed, NCA will disclose PII, including DD Form 214 or other appropriate documents, to Department of Defense entities (specifically Military Service Representatives) to determine eligibility for the coordination and conduct of interment honor ceremonies. NCA will not sell personal information, nor will it give or transfer personal information outside of the Department of Veterans Affairs and the Department of Defense.

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NCA Notice 2010-05 - Collection of Personally Identifiable Information to Determine Eligibility (7/22/2010) is rescinded in its entirety.

6. EXPIRATION: This notice will expire once this information is incorporated into a published handbook.

/s/
Steve L. Muro
Under Secretary
for Memorial Affairs

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