

# PRIVACY POLICY AND DISCLAIMERS

## PRIVACY ACT STATEMENT

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For site management, information is collected for statistical purposes. This government computer system uses software programs to create summary statistics, which are used for such purposes as assessing what information is of most and least interest, determining technical design specifications, and identifying system performance or problem areas.

We do not collect personal information for any purpose other than to respond to you. If you choose to provide us with personal information - like filling out a Contact Us form with an e-mail address and submitting it to us through the website - we use that information to respond to your message and to help us get you the information you have requested. We only share the information you give us with another government agency if your question relates to that agency, or as otherwise required by law. [www.dcpas.osd.mil](http://www.dcpas.osd.mil) never collects information or creates individual profiles for commercial marketing.

While you must provide an e-mail address for a localized response to any incoming questions or comments to [www.dcpas.osd.mil](http://www.dcpas.osd.mil), we recommend that you NOT include any other personal information, especially Social Security numbers. The Social Security Administration offers additional guidance on sharing your Social Security number.

## SITE SECURITY

For site security purposes and to ensure that this service remains available to all users, this government computer system employs software programs to monitor network traffic to identify unauthorized attempts to upload or change information, or otherwise cause damage.

Except for authorized law enforcement investigations, no other attempts are made to identify individual users or their usage habits. Raw data logs are used for no other purposes and are scheduled for regular destruction in accordance with National Archives and Records Administration General Schedule 20.

Unauthorized attempts to upload information or change information on this service are strictly prohibited and may be punishable under the Computer Fraud and Abuse Act of 1986 and the National Information Infrastructure Protection Act.

## CPP/DCPAS LINKING POLICY AND DISCLAIMER FOR EXTERNAL LINKS

[www.dcpas.osd.mil](http://www.dcpas.osd.mil) links to many websites created and maintained by other public and/or private organizations. [www.dcpas.osd.mil](http://www.dcpas.osd.mil) provides these links as a service to its users. The appearance of external hyperlinks does not constitute endorsement by the Civilian Personnel Policy/Defense Civilian Personnel Advisory Service of the linked websites, or the information, products or services contained therein. When users link to an external website, they are leaving the [www.dcpas.osd.mil](http://www.dcpas.osd.mil) site and are subject to the privacy and security policies of the owners/sponsors of the outside website(s).

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## ACCESSIBILITY STATEMENT

Most of the documents on the [www.dcpas.osd.mil](http://www.dcpas.osd.mil) Web site are in HTML or ASCII (plain text) formats. These formats are generally accessible to people who use screen readers.

A large number of documents on the CPP/DCPAS website are in Adobe Acrobat® Portable Document Format (PDF). PDF format is used to preserve the content and layout of our hard copy publications, manuals and forms. Publications in PDF can only be viewed and printed using the Adobe Acrobat Reader®. You can download a free copy and get help using the [Acrobat Reader®](#) at the Adobe Systems, Inc. site.

People using screen-reading devices may need to install an accessibility plug-in on their system along with the Adobe Acrobat Reader®. This plug-in is available at NO CHARGE from Adobe. Adobe also has online tools that will convert PDF files to HTML on request. To get the plug-in and latest news about Adobe's accessibility tools and services, visit the [Access Adobe](#) site.

## FREEDOM OF INFORMATION ACT

The Freedom of Information Act (FOIA), which can be found in Title 5 of the United States Code, Section 552, was enacted in 1966 and provides that any person has the right to request access to federal agency records or information. All agencies of the United States government are required to disclose records upon receiving a written request for them, except for those records that are protected from disclosure by the nine exemptions and three exclusions of the FOIA.

It is Department of Defense policy to make available timely and accurate information so that the public, the Congress, and the news media may assess and understand the facts about national security and defense strategy. Requests for information from organizations and private citizens shall be answered quickly. For more information about FOIA, please visit the [DOD FOIA](#) website.