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OFFICE OF THE ACADEMIC DEAN AND PROVOST  
UNITED STATES NAVAL ACADEMY  
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ACDEANINST 5211.1  
2/ADAA  
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ACADEMIC DEAN AND PROVOST INSTRUCTION 5211.1

From: Academic Dean and Provost

Subj: POLICIES GOVERNING STORAGE OF AND ACCESS TO ACADEMIC  
INFORMATION IN THE MIDS INFORMATION SYSTEM AND RELATED  
DATABASE SYSTEMS

Ref: (a) USNAINST 5211.3B  
(b) Privacy Act of 1974 (5 USC 552)

1. Purpose. To publish instructions regarding the appropriate storage of and access to academic records in USNA MIDS database systems protected by the Privacy Act of 1974.
2. Cancellation. None
3. Background. References (a) and (b) detail the protection of individuals' personal records under the Privacy Act of 1974. A review of the privacy act program at USNA revealed a need for additional guidance specific to academic records in the MIDS system and access to those records.
4. Definitions
  - a. Academic Records. Any portion of the academic educational history of a midshipman that is maintained by the Academy for use by authorized Academy personnel and intended to support the academic degree progress (including PE grades) of the midshipman. These records are limited to the information displayed on an academic transcript and do not include Admissions data, advising records, military personnel records, law enforcement or conduct records (except academic honor violations), medical records, or alumni records.
  - b. Midshipman Performance Records. Any portion of the performance history of a midshipman that is maintained by the Academy for use by authorized Academy personnel and intended to support the non-academic degree progress of the midshipman. These records include PRT records, honor and conduct records, aptitude records, medical records, alumni records, etc.
  - c. Instructor. An individual who teaches courses at USNA.
  - d. Academic Adviser: An individual who academically advises Midshipmen at USNA.

5. Systems of Record (SOR). As identified in reference (a), all permanent USNA records must be maintained according to an approved SOR on file in the Federal Register. System users are not permitted to create duplicate database systems or create new database systems that are not covered by the USNA SOR. Departments may keep unofficial databases of departmental placements, validation exams, advising files, grade books, etc., so long as the results of those measures that influence decisions on the academic record are also stored in the official USNA SOR maintained by ITSD. This SOR is normally accessed via the MIDS system for academic purposes.

Exceptions for departments to maintain standalone databases containing academic records are authorized solely for the purpose of carrying out responsibilities that support legitimate educational purposes within the context of official duties. Data collection and analysis for legitimate educational purposes include activities that support the educational mission of the Academy (e.g., understanding and improving student learning, instruction, and curriculum) undertaken on behalf of a department, division, or the Academy.

Departments that create and maintain standalone databases are responsible for ensuring the records collected are: limited to those necessary for the specific activity undertaken on behalf of a department, division or the Academy; maintained only for the duration of the activities; accessed solely by Academy personnel within the context of their official duties; and secured on the USNA secure network and services.

Department heads must notify a designee identified by the Academic Dean and Provost who will maintain a list of these databases.

6. MIDS System – the MIDS system provides access within the SOR to the Academic Records and Midshipman Performance Records of Midshipmen.

a. Data. Instructors, academic advisers, and other USNA personnel will have restricted access to Academic Records and certain elements of Midshipman Performance Records based on the roles identified below. USNA personnel, including instructors and academic advisors, normally will not see information designated as Admissions, Commandant, Honor, or Academic Board data.

b. Access. Data accessible in the SOR is protected by the Privacy Act of 1974 and access to the system must be approved and periodically reviewed.

(1) Roles.

(a) Instructor. Access is granted to Academic Records and the PRT, conduct, and aptitude elements of Midshipman Performance Records within the SOR for Midshipmen currently enrolled in the instructor's course section(s).

(b) Academic Adviser. Access is granted to Academic Records and the PRT, conduct, and aptitude elements of Midshipman Performance Records within the SOR for all

current Midshipmen as well as those from the most recent graduating class. Access to historical records of Midshipmen is limited to unofficial transcript requests viewable via MIDS.

(c) Educational Administrators. Access is granted to all records within the SOR for all Midshipmen (current and historical). Access to specific information in the Academic Records and Midshipman Performance Records is determined by administrative scope and responsibility (Dean, Registrar, Department Chair, Scheduler, etc.).

(d) Others. It is understood that other personnel at USNA (Company Officers, SELs, etc.) may require access to records within the SOR as part of their expected duties. Granting of appropriate levels of access to such records shall be via the appropriate chain of command in concert with the Academic Dean and Provost.

(2) Accounts. Individuals must request access to Academic Records available via the MIDS system and receive approval from their chain of command. The requestor must agree to the terms of use for the system, receive approval from his/her supervisor to confirm the need for the access, and final approval by a designee identified by the Academic Dean and Provost. Users will be reminded of and must accept the user agreement and Privacy Act statement during the MIDS login process.

(3) Compliance & Audits. MIDS Academic Records access audits will be generated and distributed by a designee identified by the Academic Dean and Provost to department leadership each semester to review and ensure that only current USNA personnel have access and that access reflects their responsibilities. Per reference (a), annual Privacy Act training is required of all USNA faculty and staff and MIDS access will be revoked if the training is not completed.



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